



**DISTRICT OF COLUMBIA**  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

**REAL ESTATE BOARD**  
**WAIVER APPLICATION**

**LICENSURE BY WAIVER INSTRUCTIONS.**

- 1) Attach original Letter of Certification from all licensing jurisdictions (dated within 6 months). Get 2 copies (1 for Waiver Application; 1 for examination entry).
- 2) Enclose \$50 application fee (check or money order payable to DC Treasurer).
- 3) Enclose copies of continuing education certificates for courses completed in the last two years.
- 4) Enclose bio or resume.
- 5) Enclose a detailed description of the preclicensing course you took (include subject areas studied). This section does not apply to Maryland applicants.
- 6) **IMPORTANT NOTICE:** This Waiver Application applies to Maryland real estate Salespersons who were licensed prior to 1996 under the state's 45-hour preclicensing requirement and real estate agents licensed in all other states, except Virginia.

**EXEMPTIONS.** The waiver application does not apply to Maryland OR Virginia Brokers, Virginia Salespersons, or Maryland Salespersons licensed from 1996 to present. These licensees must apply through reciprocity. First contact ASI (888) 204-6192 to get the guidelines for licensing and to get the DC Real Estate Regulations to study for the DC law examination. Then contact ASI (800) 274-2602 to schedule the exam.

Applicants may be granted a waiver of education, experience, and/or the national examination, provided the application reflects education, experience and/or examination equivalency, as defined in the DC real estate licensure law. At a minimum, Salespersons must meet DC's 60-hour preclicensing requirements (effective 9/17/99); Brokers must meet DC's 135-hour requirement (plus 2 consecutive years' Sales experience). The Board will issue a letter of direction to all waiver applicants. Approved waiver applicants must take a Board-approved DC Fair Housing course *prior* to taking the DC licensing law examination.

**LICENSURE BY RECIPROCITY INSTRUCTIONS (FOR VIRGINIA AND SOME MARYLAND LICENSEES)**

Reciprocity applies to Salespersons currently licensed under *Maryland or Virginia's* 60/90-hour preclicensing requirement, or Brokers licensed in either or both of these states.

- All applicants must take a Board-approved DC Fair Housing course, get their Original Letter of Certification from Maryland and/or Virginia, then call ASI on (800) 274-2602 to schedule the DC licensing law examination. A DC Legislative Update & Ethics course is recommended, but not required. Visit the Board's website ([www.dcr.org](http://www.dcr.org)) to view the approved CE schools for the Fair Housing course.
- You can make reservations three business days prior to examination (cancel restrictions and fees may apply). ASI offers the exam twice daily, Tuesday - Saturday (except some holidays). ASI will print the license application (score report) at the test site, once you pass the exam.
- All applicants are required to take the DC law exam and must get a minimum 75 percent passing score. At the date of licensure, the original jurisdiction's national exam standards, including scoring, must have been substantially equivalent to DC's exam standards.

**DC REGULATIONS AND STUDY GUIDE**

Call ASI on (888) 204-6192 to get the DC Real Estate Rules and Regulations for study materials.

**CONTINUING EDUCATION AND RENEWAL REQUIREMENTS**

The renewal cycle for DC real estate licensees spans every two years on the odd years. Broker and Property Manager licenses expire on February 28 of the odd year; Salespersons licenses expire August 31 of the odd year (e.g, Brokers and Property Managers expire 2/28/2001; Sales expire 8/31/2001). Licensees are required to take 18 hours of CE coursework within each 2-year licensing cycle. Visit the Board's website to review the CE requirements for the 1999-2001 cycle (see address below). Brokers who obtain licenses between March 1, 2000 and February 28, 2001, or Salespersons who obtain licenses between September 1, 2000 and August 31, 2001, are exempt from taking CE courses for the remainder of that licensing cycle, **but you are required to renew your license when that cycle ends.** Prohibitions for working after license expiration include heavy fines and other reprimands. All DC-licensed Salespersons must be affiliated with a DC-licensed Broker.

**MAILING ADDRESS AND WEBSITE**

The DC Real Estate Board convenes the 2<sup>nd</sup> Tuesday of each month (recess August). Submit applications 30 business days prior to meetings to Schanolia Barnes, Education Specialist, DC Real Estate Board, DCRA/OPLA, PO Box 37200, Washington, DC 20013, (202) 442-4340; fax-442-4528. Visit the DC Real Estate Board's website (<http://www.dcr.org>) or e-mail questions to: [schanolia.barnes@dc.gov](mailto:schanolia.barnes@dc.gov)

<b>1. TYPE OF APPLICATION</b> – Mark the type of license you wish to apply for and the type of waiver required.	
<b>APPLICATION DATE:</b> _____	
<b>LICENSE REQUESTED</b> <input type="checkbox"/> Associate Broker (AB) <input type="checkbox"/> Independent Broker (IB)Principal Broker (PB) <input type="checkbox"/> Property Manager (PM) <input type="checkbox"/> Salesperson (SP)	<b>WAIVER REQUESTED</b> <input type="checkbox"/> General Education <input type="checkbox"/> Experience <input type="checkbox"/> General Examination* <i>*All Board Approved Waiver Applicants must take the DC Law Examination and a DC Fair Housing course.</i>

FIRST NAME															LAST NAME															MI					SUFFIX (Jr., Sr., etc.)														
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AREA CODE - RESIDENTIAL PHONE NUMBER	AREA CODE - RESIDENTIAL FAX NUMBER

[illegible]

AREA CODE - BUSINESS PHONE NUMBER		AREA CODE - BUSINESS FAX NUMBER	

Licensing Jurisdiction: \_\_\_\_\_

Type of License: \_\_\_\_\_ License Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Last Renewal Date: \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

License Origin: \_\_\_\_\_ Examination \_\_\_\_\_ Reciprocity \_\_\_\_\_ Waiver \_\_\_\_\_

<b>5. SCREENING QUESTIONS</b> -- The following questions must be completed by all applicants. <i>If you answer "YES" to any of the questions below, please explain in Section 6.</i>			
A.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you, your firm, or any officer of your firm if applicable, been arrested, indicted, or convicted of a crime (other than minor traffic violations)?
B.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Has any jurisdiction DENIED, SUSPENDED or REVOKED your application for licensure or informed you of any pending charges since your last renewal?
C.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you practiced real estate OR received a fee for real estate transactions in the District of Columbia in the last 2 years?

<b>6. ADDITIONAL INFORMATION TO SUPPORT WAIVER REQUEST</b> -- Required for any "Yes" answers in section 5.

<b>7. AFFIDAVIT OF APPLICANT</b> -- This form will be returned unprocessed if the form is not signed by the applicant and notarized. Keep a photocopy of this form for your records.		
I, _____, being duly sworn, depose and say: That the information given in this application, including all writings and exhibits attached hereto, is true and complete.		
_____	_____	
APPLICANT'S SIGNATURE	DATE	
State: _____		
Subscribed and sworn to before me this _____ day of _____, _____,		
	Month	Year
by the affiant, who personally appeared before me.		
_____	_____	(SEAL)
NOTARY PUBLIC'S SIGNATURE	MY COMMISSION EXPIRES	

FALSE OR MISLEADING STATEMENTS WILL BE CAUSE FOR APPLICATION DENIAL OR LICENSE REVOCATION, AND  
 COULD BE CAUSE FOR CRIMINAL PROSECUTION PURSUANT TO DC CODE.

To report waste, fraud, or abuse by any DC Government Office or official, call the DC Inspector General at 1(800) 521-1639.